

EXECUTIVE TO THE DIRECTOR

2 December 1946

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Projects Report for Personnel and Administration

1. SERVICES DIVISION

1. Procurement of Site for F.B.I.S. [redacted] - Since the date of the last report, it was felt that the request from the Assistant Director for Operations should be referred to the Projects Review Committee for consideration and possible approval. Therefore, it has been returned in order that the procedure set forth in CIG Administrative Order No. 23 can be carried out.

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2. Space - Recent conversations with the Public Buildings Administration indicate that [redacted] containing approximately 10,000 square feet of space, will be assigned to CIG. However, the date of availability has not been established as yet. Also, there are indications that we will receive some space in "W" Building, but the exact amount and date of availability are not yet established. Constant contact is being maintained with PBA regarding these matters.

3. Reproduction - A preliminary draft of an agreement between the State Department, CIG, and the Government Printing Office has been prepared by which the Government Printing Office will operate for the benefit of CIG and the State Department a printing plant. The plant is to remain in its present location, but it is to be administratively controlled by the Government Printing Office. CIG and the State Department will control security as to personnel and plant operations and physical security. The work will be done by GPO on a reimburseable basis. Following this agreement, it is intended that another agreement will be prepared between the State Department and CIG by which the State Department will agree to vacate the duplicating plant, as distinguished from the printing plant in the South Building, and turn these facilities over to CIG. CIG will replace the equipment in kind, if required by the State Department. It is planned that representatives of both CIG and the State Department will approach the Public Buildings Administration regarding the finding of a new location for the State Department duplicating plant. The time required to complete this transaction is not now known because of the general shortage of space required for this purpose.

4. Moving of the Washington Document Center - The moving of the Washington Document Center is now in progress and will be completed according to the present schedule on 14 December 1946.

II. PERSONNEL DIVISION

1. Transfer of Overseas Activities of F.B.I.S. to CIG - Overseas personnel of F.B.I.S. were not transferred as of 3 November 1946 with the rest of the organization due to the delay in working out a satisfactory procedure with the War Department on

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- 2 -

servicing overseas personnel as to pay, leave, etc. The actual transfer of these personnel is now scheduled for 29 December 1946 and as a practical matter the transfer is not too important since they will continue, as now, to be paid from the War Department, on a reimburseable basis. The War Department has now agreed to accept this responsibility.

2. Transfer of the Washington Document Center - Pursuant to the agreement of the Director of Central Intelligence with the War and Navy Departments, administrative arrangements are being made to transfer the Washington Document Center to CIG as of approximately 1 December 1946.

3. Transfer of War Department Personnel to CIG - The transfer of 23 individuals from the War Department was completed effective 17 November 1946. It is believed that all civilian personnel assigned to CIG who were formerly on the War Department rolls are now transferred.

4. Assessment and Training Sections - Action is being taken to activate the Assessment and Training Sections, and wholehearted effort is being made to secure top-flight men to assume these functions.

5. Personnel Procurement Programs - Personnel Procurement Programs are in the process of being established with ONE, O&D, and other CIG units for recruitment of personnel required on the basis of existing Tables of Organization.

6. Personnel Procedures - The operating procedures of the Personnel Division are being revised on the basis of a new system of work flow. In this connection a new personnel form has been prepared for the requesting of personnel actions and will permit clear-cut requirements and objectives to be established in cooperation with the various offices. As a result of the new procedure, statistical reports on personnel actions will be available, indicating the number of people recruited, employed, resigned, or otherwise separated, etc. The following figures will give information regarding the status of personnel actions for the period 19 - 25 November 1946:

No. of pending name actions	183
Appointments	166
Others (transfers, resignations, etc.)	17
No. of actions pending entrance on duty	109
Awaiting security clearance	87
Awaiting reporting date	22
No. of actions pending classification approval	19
No. of actions pending qualifications approval	33
No. of actions pending preparation of appointment papers	22

- **SECRET** -

- 3 -

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III. FINANCE DIVISION

1. Civilian Personnel Ceilings - The Bureau of the Budget has informally advised that a civilian personnel ceiling of [] the quarter ending 31 December 1946 has been established for CIG. This ceiling applies to vouchered civilian employees only. Arrangements have been completed for the CIG personnel ceilings to be included in the overall War Department ceilings. It is intended that monthly CIG strength reports will be submitted to the War Department when included in their monthly personnel reports. 25X1

2. Budget Estimates for the Fiscal Year 1948 - Hearings before the Bureau of the Budget relative to CIG budget requirements for the Fiscal Year 1948 have been completed. The Bureau of the Budget has not informed CIG as to the amount which has been approved. However, details are in the process of being worked out. 25X1

IV. SECURITY DIVISION

1. Security Regulations - The security regulations have not been distributed as yet due to the lack of the required forms to be inserted therein. The delay in reproduction has been the principal cause.

2. Top Secret Control Procedure - A draft of a Top Secret control procedure has been completed and will be circulated to Assistant Directors for comments.

3. CIG Credentials - The credentials for a pass system have been devised and approved. Arrangements are being made to prepare them, using a black border to permit entrance to any CIG buildings, a red border to permit entrance to Que and Administration Buildings, and a yellow border to be a general pass for all buildings other than Administration and Que Buildings. The Security Division will immediately make arrangements to photograph all CIG personnel, and the actual issuance of passes will not take place until the readjustment of space in the Que Building has been made and all activities other than S.O. have been removed from that building. 25X1

4. Security Clearances from War Department - The Security Group, ID [] to this day has not agreed to furnish Certificates of Clearance on War Department personnel as required by CIG security regulations. A separate report will be made on this matter if it is found necessary on or about 1 December 1946.

5. Investigations by F.B.I. - Through 21 November 1946, [] were forwarded to F.B.I. for investigation and of these only [] have been completed. Eighteen cases which were forwarded to the F.B.I. prior to 15 October 1946 have not yet been returned. This, of course, is one of the problems which delay the personnel entering on duty. 25X1

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- 4 - SECRET

V. PROJECTS SUPPORT DIVISION

1. Supply and Transportation Section - The Supply and Transportation Section under the Projects Support Division has recently been activated with one individual reporting at present. Additional personnel are being procured in order to handle the volume of requests from S.O.

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Colonel, AGD

Executive for Personnel and Administration

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